

## SOC 395 PRE-PROFESSIONAL SEMINAR

### Syllabus

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### **COURSE CREDIT:**

Two Semester Hours

### **PREREQUISITES:**

SOC 201 The Sociological Imagination

### **COURSE MATERIALS:**

Job Choices for Business and Liberal Arts Students - University Edition. Published by the National Association of Colleges and Employers. (Current Edition Enclosed). Ongoing issues are available at [jobweb.com](http://jobweb.com).

Note that the Denver Post often has a section on getting a job. The Chronicle of Higher Education lists professional jobs and is a good resource.

Helpful Career Web sites:

<a href="http://ccc.sa.adams.edu">ccc.sa.adams.edu</a> (ASC Counseling & Career Center)	<a href="http://www.peacecorps.gov">www.peacecorps.gov</a>
<a href="http://www.careerbuilder.com">www.careerbuilder.com</a>	<a href="http://www.helpwanted.com">www.helpwanted.com</a>
<a href="http://www.flipdog.com">www.flipdog.com</a>	<a href="http://www.careermag.com">www.careermag.com</a>
<a href="http://www.collegegrad.com">www.collegegrad.com</a>	<a href="http://www.careers.com">www.careers.com</a>
<a href="http://www.careercc.com">www.careercc.com</a>	<a href="http://www.wetfeet.com">www.wetfeet.com</a>
<a href="http://www.americorps.org">www.americorps.org</a>	<a href="http://www.usjobnet.com">www.usjobnet.com</a>
<a href="http://www.jobweb.org">www.jobweb.org</a>	
<a href="http://www.ASAnet.org">www.ASAnet.org</a> (American Sociological Association – click on “Students”)	

### **COURSE DESCRIPTION:**

This course provides an introduction to the profession of sociology and the various career options available to graduates. Occupational and graduate school options are explored in detail through library research, presentations, observational experiences, and informational interviews. Skills for job interviewing, résumé development, and professional correspondence are explored.

This class is designed to help you decide what you want to do with your sociology degree. There are many options, such as going directly into the job market, pursuing a graduate degree, or seeking other paths less traveled. To assist you, in this course we will learn about job markets, conduct a case study, and those interested will learn about graduate school.

### **COURSE OBJECTIVES/STUDENT LEARNING OUTCOMES:**

This course is designed to enable students to:

- Critically examine their professional goals and objectives for entering their intended career and/or attending graduate school.
- Assess information relevant to the job market in sociology, social work, and criminology.
- Discuss the graduate school experience, including GRE, application procedures, and financial assistance.
- Identify job strengths and skills.
- Construct persuasive cover letters and resumes.
- Practice interviewing skills and conducting informal informational interviews.
- Evaluate sociological, social service, and criminal justice settings with the goal of becoming better informed to choose their career.

### **COURSE REQUIREMENTS:**

The assignments are designed to assist you whether you want to become employed or first attend graduate school. The study guide materials relate to lesson assignments; also included is the magazine, Job Choices, and supplemental materials Careers in Social Services, Personal Statement, and How to Write a Cover Letter.

1. **Essay – Lesson 1** (30 points). You will turn in an initial two- or three-page essay and a final two- or three-page essay on your plans after graduation. The initial essay will not be graded; it is a practice assignment to make certain you are on the right track.
2. **Case study – Lessons 4 and 5** (50 points). The case study is based on “observant participation” of the workplace or an academic setting (or a graduate student outside of the academic setting), consisting of notes about the setting or the student, and a structured interview of a person who is employed or who is a student. The case study should include such basic information as a textured description of the person, the job description, the work, the work setting, the organization, as well as challenges and rewards of the job or field of study. The case study includes research into the position and the organization, a structured interview, field notes, and observant participation. Refer to Lessons 4, 5, 7, and 15 for more information about this project.
3. **Create a résumé – Lesson 6** (40 points).
4. **Cover letter – Lesson 8** (30 points). You will write a one-page cover letter. For students who plan to go to graduate school, learning how to create these documents will help you in your search for on-campus work, summer work, and your career after receiving the degree.
5. **Role-play a job interview or write a graduate school application letter – Lesson 7, 11, and 13** (50 points). Video tape or audio tape the interview and send the tape to me.
6. **Personal statement – Lesson 14** (No grade for this activity).

7. **Extra credit** (20 points)

For students interested in graduate school, compare graduate application information and requirements from two schools, and write a two- or three-page paper comparing the two.

For students not interested in graduate school, contact the American Sociological Association to order the brochure, "Careers in Sociology" by calling the ASA at 202.383.9005, and/or gain access to their Website at [www.ASAnet.org](http://www.ASAnet.org) and click on "Students." Also, use the Web sites that contain information about job searches and job market analyses. Then, write a two- or three-page paper about the information and options presented to you and an analysis of the job market in which you are interested.

**GRADE DISTRIBUTION AND SCALE:**

In alignment with ASC academic policies, no D may apply to a major or minor field.

**Grade Distribution:**

Essay	30 points
Case study	50 points
Résumé	40 points
Cover letter	30 points
Interview/Application letter	50 points
Personal statement	<u>0 points</u>
Total Points	200
Extra Credit	20 points

**Scale:**

180-200	A
160-179	B
140-159	C
120-139	D
119 and below	F

**COURSE INSTRUCTIONS**

Mail or e-mail your assignments to me as specified in the lessons and I will return the assignments with comments in timely manner. The lessons specify reading and internet research resources, a description of the assignments, and when assignments are due.

Also, please note that if you do not have access to the internet, the study guide can be modified to accommodate you; please contact your instructor to make arrangements.

Not all sections of required reading in Job Choices are listed in the table of contents; you may have to search for them.